

Why work for the Town of Canmore?

As one of Canada's fastest-growing communities, we are happy to announce 2 new opportunities to join our growing team in Planning and Development. Our planning landscape includes a unique variety of both natural and manmade considerations that fill our work with rewarding challenges. This is a great opportunity to gain more experience in reviewing complex development and subdivision applications and appearing before public decision-making bodies, including the Planning Commission, appeal boards and Council. If you are a person who thrives working independently, in a fast-paced environment, and on projects both big and small, this may be the job for you!

Our Planning & Development team is a group of dedicated and experienced professionals committed to levelling up our customer service every day while ensuring development progresses in a way that protects our natural environment and supports a community where all residents can thrive.

Position Overview: This position reports to the Manager of Planning and Development and requires the successful candidate to work independently on complex development applications alongside a collaborative cross-departmental team. The Development Planner is responsible for delivering a variety of municipal planning services. The successful candidate(s) will play a critical role in ensuring that day-to-day applications compliment the natural beauty of our community and meet the needs of our residents.

The ideal candidate for this position is an experienced planning professional who thrives under pressure, is a self-starter with a collaborative work style, and possesses well developed organizational skills, and conflict resolution skills to reach successful planning outcomes in a politically sensitive environment.

Core Accountabilities:

- Interact on a continuous basis with the public through telephone and written inquiries as may be required to convey planning related information to citizens and other individuals and groups.
- Manage medium-density residential and non-residential development applications, land use bylaw amendments, and subdivision files for compliance with Provincial and Municipal policy, regulations, and technical requirements.
- Prepare and present reports, materials, and recommendations as a representative of the Town of Canmore to various bodies, including Council, Canmore Planning Commission, Subdivision and Development Appeal Board and public groups.
- Maintain professional affiliations and demonstrate a comprehensive current knowledge of applicable legislation and planning trends.
- Effectively represent the municipality in public and landowner/applicant meetings.

Qualifications:

- Post-secondary degree in urban, regional, or municipal planning- **required**
- Eligible for membership in the Canadian Institute of Planners or equivalent - **required**

Experience:

- 3 to 5 years experience in a municipal planning environment handling statutory planning, subdivision, and development/building permit applications. - **required**
- Demonstrate excellent project management skills, particularly within complex, high profile, large-scale, or time-sensitive projects.- **required**
- Possess experience presenting to small and large groups in both casual and formal settings.- **required**
- Thorough understanding of urban and regional planning, the applicable regulatory environment for each aspect of the planning process, implementation techniques and consultation processes.- **required**

Salary & Benefits

- Hourly Rate: \$52.47 to \$55.39 per hour to start- Pay rate will be calculated based on successful candidate's related work experience and education.
- Earned Day Off (EDO) Program: (i.e., Extra Day Off every three weeks!)
- Benefits: Health Care and Dental Care; Health Care Spending Account, and Wellness Spending Account
- Generous RRSP: employer matching program
- Employee and Family Assistance Program
- Sick Days
- Hybrid Work Eligible Position

Work Schedule: Typically, Monday to Friday 8:00 am-4:30 pm- flexibility provided. Schedule hours may vary based on operational needs.

Closing Date for Applications: This posting will remain open until 9:59 pm MST on **July 12, 2024.**

How to Apply: To apply, please upload your cover letter and resume (PDF or Word) and click the "Apply Now" button below. To help us learn more about you, in your cover letter please clearly detail the following:

1. *Why do you want to work as a Development Planner for the Town of Canmore?*
2. *What skills, experience, and (most importantly) attitude will you bring to enhance the team and enrich our community?*